

internal memorandum

TO *SENIOR ADMINISTRATORS*
FACULTY
LIBRARIANS

FROM

J. STIRLING DORRANCE
ASSISTANT TO THE RECTOR - PUBLIC RELATIONS

DATE

June 9, 1976.



INFORMATION OFFICE ORGANIZATION

<i>Joel McCormick</i>	<i>- University Editor & Information Officer</i>	<i>879/8497</i>
<i>Lilian Goetze</i>	<i>- Assistant Information Officer (SGW Campus)</i>	<i>879/8498</i>
<i>Ginny Jones</i>	<i>- Assistant Editor</i>	<i>879/8497</i>
<i>Christy McCormick</i>	<i>- Assistant Information Officer (Loyola Campus)</i>	<i>482/0320 (Local 3I3)</i>

The University Editor & Information Officer is in charge of SGW Campus operations and matters of university-wide concern. The Assistant Information Officer Loyola Campus is responsible for that campus; both will report to me.

The organization has been designed to provide an integrated information service across the university as well as serve individual campus requirements at Concordia.

A booklet describing the variety of services the Information Office offers will be made available in late summer. In the meantime, I hope that you will make use of the office for your more current information and public relations requirements.

A handwritten signature in cursive script, appearing to read "J. Stirling Dorrance".